



**NATIONAL AERONAUTICS AND SPACE
ADMINISTRATION**

DRYDEN FLIGHT RESEARCH CENTER

**Integrated Financial Management (IFM)
Program**

Travel Manager Overview



Gelco's Travel Manager

- **Standardized, integrated travel management system that provides electronic routing, e-mail, and up-to-date travel information**
 - **Developed as a COTS (Commercial Off The Shelf) product**
 - **Determined to be the best product on the market matched to NASA requirements**
 - **Used by other civilian government agencies**
 - **Redefines Travel Orders (TO) as Travel Authorizations (TA)**
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Roles and Primary Responsibilities

<i>Preparers</i>	Create travel authorizations and vouchers and assist travelers and approvers
<i>Reviewers</i>	Review for specific conditions to authorization
<i>Approvers</i>	Approve travel authorizations and vouchers
<i>Travelers</i>	Review and certify travel vouchers on return from travel
<i>CI Travel Agents</i>	Obtain tickets and reservations
<i>Financial Accountants</i>	Process financial data
<i>Voucher Examiners</i>	Process audit documents
<i>Center Administrators</i>	Maintain user data, routing lists, and other tables for their Center
<i>Agency Administrators</i>	Maintain shared data, Agency tables, and system utilities



TM Travelers Benefits

- **Certify and route Travel Vouchers for reimbursement electronically**
 - **Query travel documents at any time**
 - **Travelers can run electronic pre-audits on their travel documents**
 - **No more hand carrying documents**
 - **E-mail notification to the traveler when money is about to be disbursed**
 - **Accurate per diem rates, loaded once a month**
 - **System performs calculations according to regulations**
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TM Preparer Benefits

- Initiate and route Travel Authorizations electronically
 - Query travel documents at any time
 - Preparers create vouchers from the approved authorizations
 - Copy documents for different travelers for the same trip, easily
 - No more hand carrying documents
 - Perform pre-audits of travel documents
 - Traveler information is loaded from payroll every two weeks
 - Accurate per diem rates, loaded from GSA once a month
 - System performs calculations according to regulations
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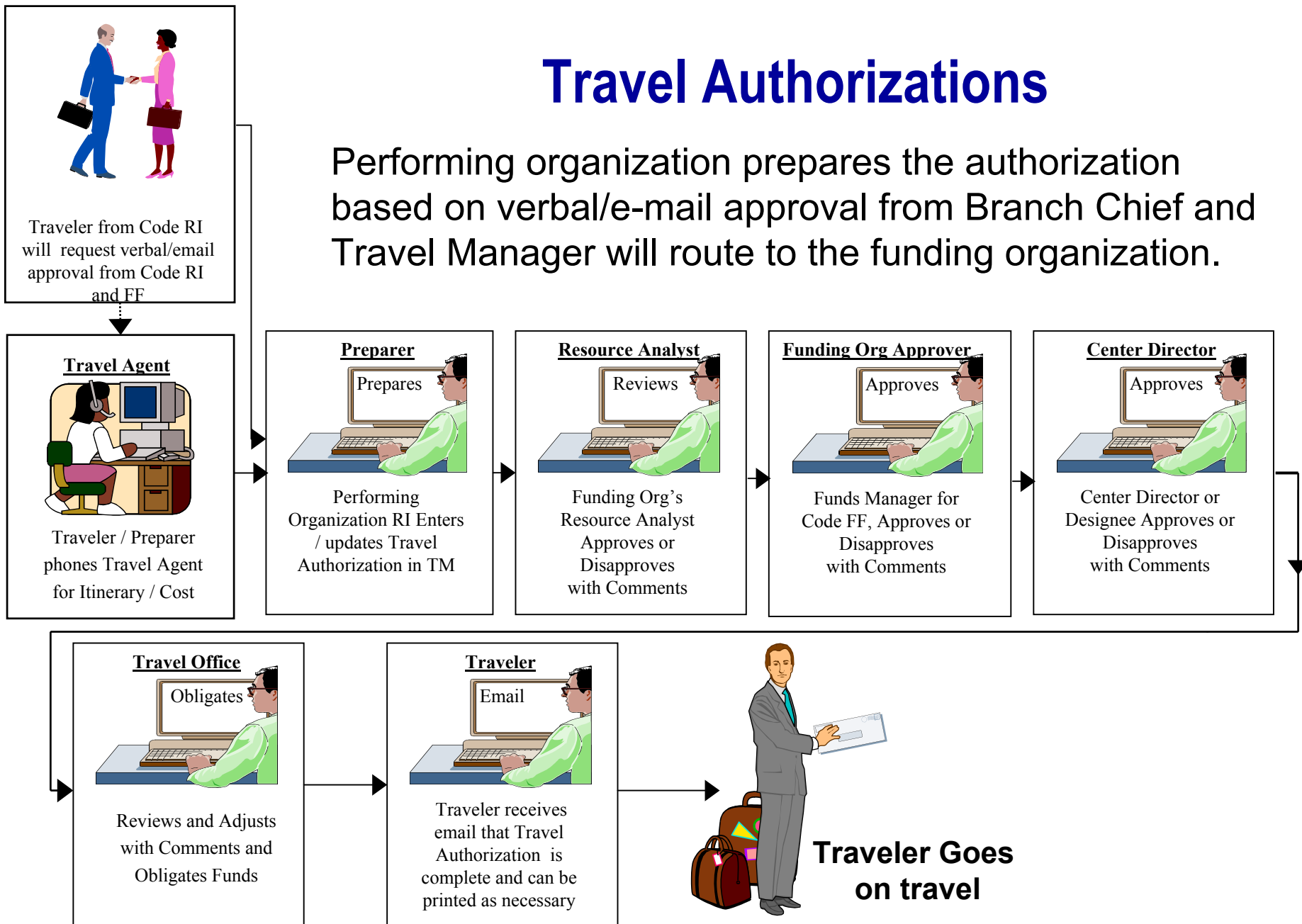


TM Reviewer/Approver Benefits

- **Reviewers/Approvers review Travel Authorizations and Vouchers electronically**
 - **Electronic signature of documents within the travel process**
 - **E-mail notification sent to each Reviewer/Approver in sequence**
 - **Reviewers/Approvers can run electronic pre-audits of travel documents**
 - **Accurate per diem rates, loaded from GSA once a month**
 - **System performs calculations according to regulations**
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Travel Authorizations

Performing organization prepares the authorization based on verbal/e-mail approval from Branch Chief and Travel Manager will route to the funding organization.



Travel Voucher

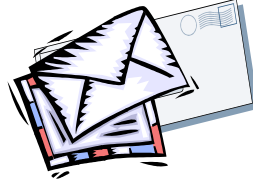
Traveler returns from travel

Preparer

Creates

Creates Travel Voucher
From
Travel Authorization

Travel Office



Responsible for
maintaining
receipts

Traveler

Signs

Certifies Travel
Voucher from TA and
initiates routing

Organization Manager

Approved

Funding Org
Manager/Supervisor
Approves or
Disapproves with
Comments

Travel Office

Audit

Audits and Adjusts
with Comments

Travel Office Acct

Disburses

Approves or
Disapproves with
comments for Payment

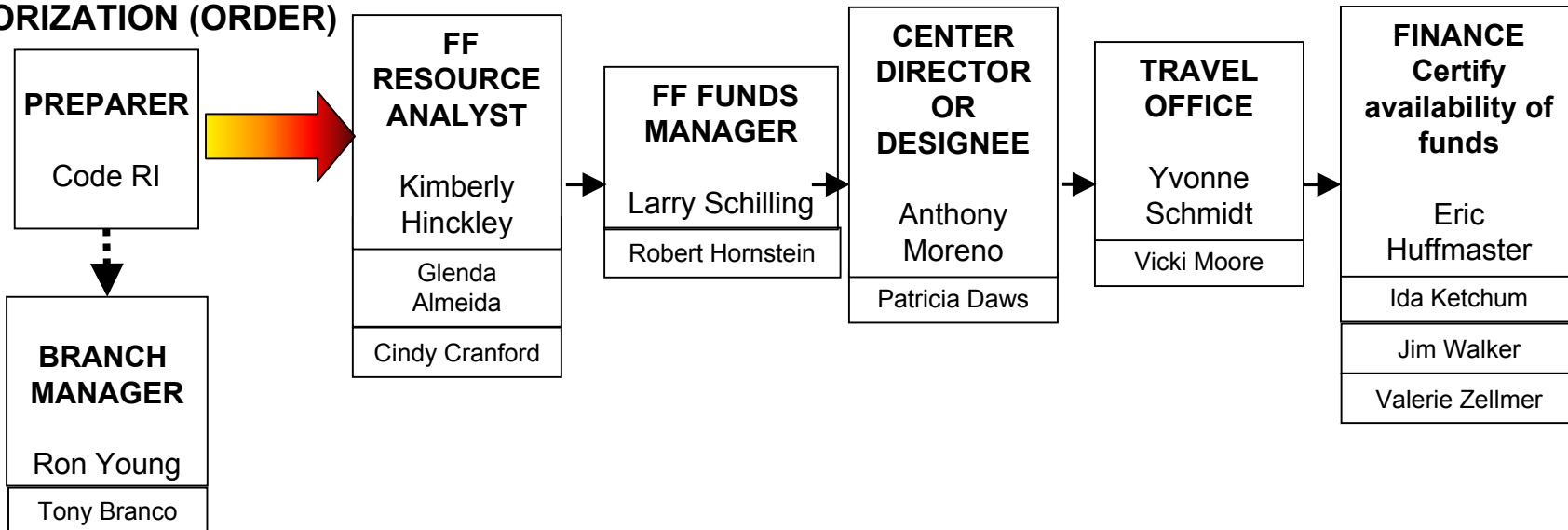
Traveler



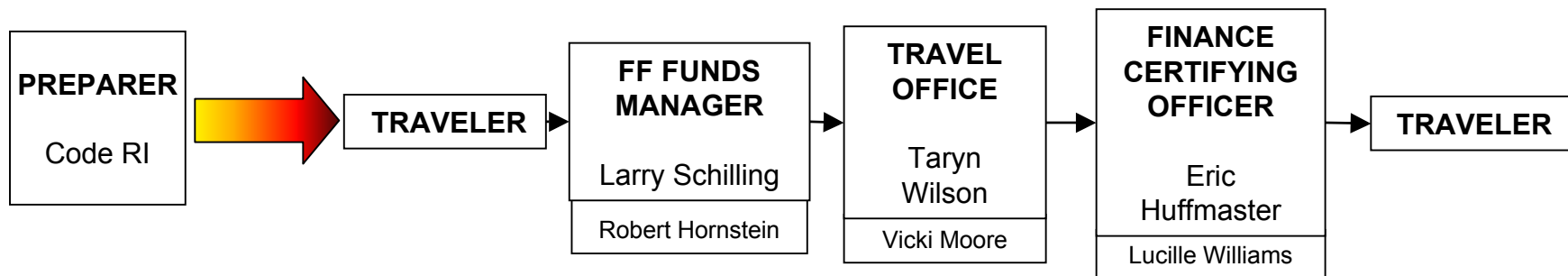
Receives email that
payment will be
received in 3-5
business days

Funding Organization Different than Performing Organization

AUTHORIZATION (ORDER)



VOUCHER



- **Provide training classes for Travel Manager (July 22 – August 1)**
 - **“Go Live” date is August 12th**
 - **Conduct follow-up training classes after TM has gone live (e.g., additional training classes, brown bag sessions, etc.)**
 - **Help Desk – X2477 (BISS – Business Information Systems Support)**
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